

TITLE: MANDATORY ROLL CALL AND SPECIALIZED TRAINING

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PURPOSE

The purpose of this directive is to define the responsibilities and guidelines of an annual retraining program and to maintain the Department's specialized training program.

DISCUSSION

The Department ensures that personnel are kept up to date with technological improvements, new laws and revisions. Mandatory training is also provided to supervisors, management, or specialized units or teams.

Certain positions require special skills, knowledge or abilities. Employees assigned to these positions must be specially trained to acquire the skills, knowledge and abilities that are required.

Training for specialized jobs must be initiated in a timely manner to prevent the employee from working at a job that he/she has not been trained to perform.

POLICY

It shall be the policy of the Department that all sworn personnel complete an annual retraining program, inclusive of firearms qualification.

PROCEDURE

MANDATORY TRAINING

97.5.01 Mandatory training shall be provided to every employee of the Department.

97.5.02 Every employee, sworn, non-sworn and temporary, shall receive training to meet the requirements of their respective job responsibilities, including the following:

- Orientation to the Department's role, purpose, goals, policies and procedures;
- Working conditions and regulations;
- The responsibilities and rights of the employee.

97.5.03 Sworn personnel, at a minimum, shall receive mandatory annual retraining in the following areas:

- A. All sworn personnel shall complete instruction in Santa Fe Police Department Use of Force Directives and firearms qualifications.
- B. All sworn personnel shall receive annual retraining on revisions to the Department's rules, regulations, policies and procedures.

97.5.04 All Officers promoted to supervisory positions shall receive supervisory training commensurate with their position.

97.5.05 Supervisors promoted to command status shall receive executive development training.

97.5.06 The Training and Recruiting Unit will assure compliance with NMLEA requirements for maintenance of Police Officer Certification for all sworn personnel.

ROLL CALL TRAINING

97.5.07 Roll-call training provides an effective means of updating skills, knowledge and abilities between formal training sessions. The Training and Recruiting Unit shall annually develop and coordinate the Department's roll call training program.

RESPONSIBILITIES

97.5.08 Roll call training shall be developed and implemented within the guidelines established in standards directive 97.1.

97.5.09 The Training and Recruiting Unit shall coordinate and monitor all roll call training activities.

PLANNING

97.5.10 Roll-call training shall be planned, coordinated and scheduled by the Training and Recruiting Unit.

97.5.11 The Training and Recruiting Unit shall provide a lesson plan and associated materials and maintain files for all roll-call training courses. Each individual's file shall contain information as described in Standards Directive 97.1.

TECHNIQUES

97.5.12 Each individual assigned roll call instruction responsibilities shall ensure that the material is presented in a manner which is conducive to learning and that the material is properly covered and understood.

97.1.13 The program should be constructed so as to correspond to and not conflict with courses being taught at the New Mexico Law Enforcement Academy.

97.5.14 The Training and Recruiting Unit should disseminate lesson plans, training aids and materials with this goal in mind.

INSTRUCTIONS METHODS

97.5.15 Those persons assigned to instruct during roll-call training shall make every effort to ensure the subject matter is presented in an interesting and informative manner.

97.5.16 This may be accomplished by the use of handout material, multimedia techniques and lectures.

97.5.17 This material and techniques shall be included within the lesson plans provided by the Training and Recruiting Unit.

INSTRUCTIONAL PERSONNEL

97.5.18 Roll-call instructors shall be assigned by the section/division commanders and/or the Training and Recruiting Unit.

97.5.19 The selection of personnel shall be based on the skills, knowledge, abilities and motivation of individuals on particular topics.

EVALUATION

97.5.20 Each individual assigned roll-call instruction responsibilities shall evaluate, in writing, the effectiveness of each course and forward that evaluation to the Training and Recruiting Unit.

97.5.21 Each individual attending roll-call training shall evaluate, in writing, the effectiveness of each course and forward that evaluation to the Training and Recruiting Unit.

97.5.22 Remedial training shall be scheduled if an employee fails to grasp content.

SCHEDULING

97.5.23 The Training and Recruiting Unit shall schedule roll-call training courses.

97.5.24 It shall be the responsibility of each District Commander, or designee, to ensure the training schedule is implemented, the program is properly documented and the documentation if properly forwarded to the Training and Recruiting Unit.

SKILL SPECIFIC/ADVANCED TRAINING

97.5.25 Skill specific position training shall be available through in-house training, through training programs conducted by other agencies or institutions, or through on-the-job training.

97.5.26 Skill specific/advanced training shall be provided as follows:

- A.** Formal Classroom Instruction – designed to develop and/or enhance the skills, knowledge and abilities particular to the specialization or duty assignment.

B. Policy Review – management, administration and supervision of personnel and support services functions of the unit or duty position are provided through the Department’s policies, procedures, rules and regulations specifically related to the function or position.

C. Supervised on-the-job training.

97.5.27 Positions requiring skill specific training include:

- K-9 Handler;
- Special Weapons and Tactics Team Member;
- Traffic/Motorcycle Officer;
- Detective I and II;
- Hostage Negotiator;
- Explosive Ordnance Disposal;
- Polygraph Examiner;
- Field Training Officer;
- Crime Scene Technician;
- School Resource Officer;
- Honor Guard.

APPROVED: 
 BEVERLY K. LENNEN
 Chief of Police

DATE: 07-23-04

CIVILIANS

97.5.28 Civilians who are required to answer phones, deal with the public or act in a safety related function shall be trained not only on the technical aspects of the function, but also on the importance of the link they provide between the citizen and Department. This training shall take place prior to assumption of job responsibilities.